

Police Department Schedule of Criminal Justice Fees

- Fees are non-refundable
- Fees are due at time request is made, additional fees may apply on extensive requests
- Acceptable methods of payment: Cash, Visa/MasterCard, Money Order, or Certified Check. No personal checks.
- All records requests must be accompanied by a signed Records Search Request Form
- If submitting your request by mail, please enclose a self-addressed, stamped envelope with your request with the appropriate amount of actual postage. Submit requests to Westminster Police Department, ATN/Records, 9110 Yates Street, Westminster CO 80031.
- To obtain the cost of your mailed request, please contact the Records Unit at 303-658-4380, prior to submitting your request

Item	Cost	Information
Search/Retrieval/Redaction Fee	\$7.50 ¼ Hr.	Billed in increments of 15 minutes (15 minute minimum)
Record Copy	\$.25	Price per page-single or duplexed
Certified Copy of Record	\$5.00	Per record, plus record copy fees per page
Clearance Letter	\$15.00	Per name, per letter, includes local history search
Sex Offender List	\$7.50	Per list, no additional copy fees
Postage	\$1.00	Plus current USPS rates
Fingerprinting	\$20.00	Per person, per set of prints. Must live or work in Westminster
Recording Reproduction/911 Recordings*	\$30.00	Per incident, includes retrieval fee and recording
Transcribed Recording	\$30.00/hour	1 hour minimum, per recording, plus the above retrieval fee *some recordings may require transcription pursuant to law
Bond Fee (for issuing a bond)	\$50.00	Per warrant
Video Recording/DVD Reproduction	\$25.00	Per incident, per DVD/recording, includes DVD/recording
Security Video Copy	\$25.00	Per CD/DVD, per incident, per request
Digital Photo CD	\$30.00	Includes all photos related to case, except any mug photos

We were unable to process your request due to the following:

- ☐ No such record exists. A search fee of \$_____ has been assessed.
- ☐ Your request did not include a signed Records Search Request; please resubmit with the signed form.
- ☐ The location of the record you are seeking did not occur within the City limits of Westminster, you can try to contact _____ to see if this agency has the record.
- ☐ No payment was included with your request. Please submit your payment of \$_____ along with a self addressed stamped return envelope with enough postage to cover the amount of postage due.
- ☐ Your payment of \$_____ was insufficient to cover the costs, please resubmit your request for the total amount due. Total amount due is \$_____.